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: 4 AUG 1982

MEMORANDUM FOR THE RECORD

SUBJECT: Site Familiarization for Smith, Hinchman & Grylls Associates, Inc. (SH&G) (U)

1. CIA representatives met with Smith, Hinchman & Grylls (SH&G) personnel on 16 August 1982 at the CIA Headquarters Building. This meeting was to acquaint SH&G with the existing CIA Headquarters facilities and general CIA and General Services Administration (GSA) requirements so an accurate cost proposal for A-E services could be prepared. The following CIA persons were present:

Daniel King, Director of Logistics
 [redacted], Chief, Building Planning Staff, OL (BPS/OL) STAT
 [redacted] CIA Project Manager
 [redacted] Architect, BPS/OL
 [redacted], Contracting Officer
 [redacted] Headquarters Engineering Branch, OL STAT
 [redacted] Office of Security (OS) STAT
 [redacted] Project Security Officer, OS 25X1 STAT
 [redacted] Office of Communications (OC) 25X1
 [redacted] Logistics & Procurement Law
 [redacted] Division, OGC
 [redacted] (OC) 25X1 STAT

The following GSA person was present:

Arthur Carlucci, Project Officer

The following SH&G persons were present:

James R. Livingston, Project Executive
 William Everett Medling, Project Manager
 Andrew A. Vazzano, Project Design Manager
 James E. Christman, Site Design
 Thomas E. Borton, Environmental Planning
 Alphonse J. Dell'Isola, Life Cycle Cost & Value Analysis
 Al Zanchettin, Scheduling
 Gerald A. Reinbold, Architectural Group Leader
 Rajaram Khatri, Civil Group Leader
 J. Grant MacVeigh, Mechanical Group Leader
 Randal E. Swiech, Electrical Group Leader

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2. [] welcomed Smith, Hinchman & Grylls Associates, Inc., the A-E firm selected to design the new Headquarters Building. []

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3. [] and Arthur Carlucci reviewed the CIA and GSA project manager relationship. The CIA will be directly responsible for the design phase, and GSA will be directly responsible for the construction phase, with continuous conferring by both during all phases. SH&G was advised that all submittals will be reviewed by GSA and CIA with a joint response issued by the Building Planning Staff (BPS). Mr. Medling of SH&G assured the Government that their design production would be continuous through the review process. GSA will initiate interface with the National Capital Planning Commission (NCPC), who will be helpful in coordinating contact with state and local governments and advisory groups. []

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4. [] the Contracting Officer, discussed two factors for acquiring a successful contract. The first factor, the progress schedule, should be specific. These specifics should be easily measurable. Secondly, the RFP submitted by the CIA should be closely followed. He also requested that labor rates, overhead, and other cost factors be submitted as soon as possible to enable Government auditors to start their review. []

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5. [] spoke on behalf of the Office of Security (OS), highlighting a few key points. A followup meeting between Security and SH&G will take place on 18 and 19 August in Detroit to discuss specifics. [] spoke of the present CIA concern for upgrading security for the existing and new Headquarters Buildings. There was also concern for upgrading security in the SH&G's office in Detroit and for upgrading computer security. A system would be necessary to control both drawings and computer tapes. []

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6. [] addressed the subject of RF shielding and advised that an attenuation rating of 60dB was the program goal for the exterior envelope of the building. Randy Swiech, SH&G, expressed concern for adequate procedures to test the attainment of 60dB. SH&G were also advised that protection from blast and acoustical surveillance will not be required. Security clearances for some of the firm's personnel are under way. More blank forms will be sent for their personnel to complete. The process should not take more than a month due to present clearances held by SH&G's personnel. []

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7. [] gave an overview of the existing and proposed utilities capability at Headquarters. SH&G requested drawings of the new electrical vault and a list of all contracted work presently scheduled. []

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8. Daniel King welcomed SH&G and promised a full commitment on behalf of the CIA. []

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9. SH&G divided into two groups, technical and design. The design group was bussed around the compound and outlying neighborhood. The technical group was escorted on a tour of the utility facilities. []

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10. SH&G technical and design groups reviewed blueprints of the site, topographical layout, utilities, and of the master plans. More copies of these drawings will be sent to SH&G per their request. []

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11. The CIA and GSA requirements for standard documentation were requested by SH&G. They also requested a copy of the NCPC requirements. GSA presented SH&G handbooks containing their standard requirements with the understanding that if SH&G had a new or better way to do something, the standards could be waived.

SH&G would be responsible for developing an adjacency matrix for the new Headquarters Building. []

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12. The subject of an open or closed office space was initiated by SH&G. They implied how difficult it would be to design the new building without a specific choice of open or closed office design. It was concluded that the new building design would have to adapt easily to either closed or open. Mr. Livingston stated that a small team would be set up in the Washington area for 4 to 6 weeks in the beginning stages of the program documenting. The new building program will be developed using GSA space allocation standards as a guideline. A list of all construction drawings presently in the CIA files will be sent to SH&G. []

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13. The CIA request for a remote terminal at the Headquarters Building was confirmed along with a software and space management package. []

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[]
Architect
Building Planning Staff, OL

Distribution:

- Orig - OL/BPS (Official)
- 1 - GSA Project Officer (sanitized)
- 1 - [] L&PLD/OGC
- 1 - Contracting Officer/OL
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OL/BPS/[] (24 Aug 82)

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